



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY  
**DEVELOPMENTAL SERVICES RESOURCE COMPLIANCE COORDINATOR**  
**PRIVATE DIVISION – WILLIMANTIC**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Location:** Private Division – Willimantic Office

**Job Posting No:** 00020112

**Hours:** Monday - Friday 9:00am-4:30pm; Full-Time (70 hours biweekly)

**Salary:** \$49,766.00 to \$63,500.00  
\*Incumbents new to state service begin at the minimum\*.

**Closing Date:** September 29, 2014

**Examples of Duties:** This position is assigned to the Community Companion Home program within the Private Administration Division and is based in the Willimantic Office. Essential responsibilities include a monthly, documented support and monitoring visit to the home, participation on the support team for each individual, assuring the development of programs and teaching strategies related to each person's individual service plan goals, training licensee's or support staff to implement these programs and strategies, monitoring and reviewing plan implementation; monitoring and implementing corrective actions regarding essential health and safety functions including cleanliness and maintenance of the home, fire and emergency evacuation plans, drills and individual emergency information; ensuring compliance with federal waiver requirements, CCH regulations; implementation of Plans of Corrections for Quality Service Review citations; monitoring access to food, supplies, equipment and utilities required for day-to-day operation of the home; monitoring Licensee overall performance in services and documentation and implementing progressive actions under the regulatory scheme to address deficiencies as required. The position has an assignment totaling approximately 25 individuals living in 15 or more Community Companion Homes in the North Region, primarily in the Windham and Tolland Counties. Additional responsibilities include: providing documented, enhanced home monitoring as directed; assisting licensee in the development of Plans of Correction and monitoring the implementation; compose reports on oversight activities and letters to licensees regarding necessary follow up actions. Performs and assists in aspects of Licensee training, the Licensee recruitment process and in aspects of pre-licensing activities for new CCH development as directed. Performs related duties as assigned.

**Preferred Candidate Will Have:**

- CPR, PMT, First Aid
- Meet DSRCC Specifications
- A valid driver's license
- Supervisory experience in licensed residential settings
- Computer skills-functional in MS Word, Excel applications
- The ability to effectively communicate verbally and in writing

## **MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skills and Abilities:** Knowledge of modern methods of care, treatment and education of persons with mental retardation and other developmental disabilities living in various community settings; knowledge of education or instructional techniques; knowledge of agency policy and procedures; interpersonal skills; oral and written communication skills; ability to interpret and apply relevant state and federal laws, statutes and regulations; ability to apply agency policy and procedures; ability to perform inspections and client review; ability to utilize computer software.

## **EXPERIENCE AND TRAINING:**

**General Experience:** Four (4) years of experience in the care, monitoring and individual life planning or directly providing support services to persons with developmental disabilities.

## **Substitutions Allowed:**

1. An Associate's degree or sixty (60) credit hours of college education may be substituted for (1) year of the General Experience.
2. A Bachelor's Degree may be substituted for two (2) years of the General Experience.

## **SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

## **Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

## **Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 professional letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

Send application materials to:  
Department of Developmental Services — North Region  
155 Founders Plaza, 255 Pitkin Street, 2<sup>nd</sup> Floor  
East Hartford, CT 06108  
Attn: Recruiter  
Email: [DDS.NR.Recruiting@ct.gov](mailto:DDS.NR.Recruiting@ct.gov) Phone: 860-263-2623 Fax: 860-706-1420  
Application materials can be emailed, faxed or mailed

**Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.**

## **An Affirmative Action/Equal Opportunity Employer**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the application of women, minorities and persons with disabilities.